

MAILING INSTRUCTIONS: The ORIGINAL and FOUR (4) copies of this application must be RECEIVED at the STATE address indicated by September 13, 2012.

MICHIGAN DEPARTMENT OF EDUCATION

August 15, 2012

GRANT ANNOUNCEMENT

2012-2013 Great Start Readiness Program Evaluation Grant

This application includes:

- Grant Announcement
- Part I General Information
- Part II Additional Information
- Part III Review Process Information
- Part IV Application Information and Instructions and Review Criteria
- Application Checklist
- Application Form

NATURE OF ACTION REQUESTED: Voluntary

The Michigan Department of Education is pleased to announce the Great Start Readiness Program Evaluation Grant competition. The Great Start Readiness Program for four-year-old children at-risk of school failure has been operating in Michigan school districts and private agencies since 1985-86. From FY 1994 through FY 2012, the HighScope Educational Research Foundation has conducted a longitudinal study of the effectiveness of the program, providing important data on the impact of the state-funded, prekindergarten program on children's development and academic success. In addition, the evaluation grantee has provided important technical assistance to local programs and the state for program improvement. Results of the evaluation have been publicized widely, indicating that the program is successful in helping at-risk children be prepared for success when they reach school, and complete high school successfully and on time. For FY 2013, \$300,000 is again available to continue the evaluation of the Great Start Readiness Program. The grant will be awarded to one institution of higher learning, educational research organization, or intermediate school district with proven experience in the longitudinal evaluation of early childhood programs. An additional four years of funding are expected, pending continued appropriations and appropriate progress of the grantee.

The grant application for the 2012-2013 Great Start Readiness Program Evaluation Grant, containing the necessary forms and instructions for completing the application, is available on-line at <http://www.michigan.gov/gsrp>.

Completed applications must be documented by delivery agent for delivery on or before September 13, 2012. An original and four (4) copies (for a total of

five) of the completed application are to be received at the state agency address listed on page 3. Questions concerning the 2012-2013 Great Start Readiness Program Evaluation Grant should be forwarded to Lindy Buch, Office of Great Start/Early Childhood Education and Family Services, at (517) 241-3592.

` TABLE OF CONTENTS

PART I: GENERAL INFORMATION	1
INTRODUCTION	1
GRANT PURPOSE	1
STATE BOARD OF EDUCATION STRATEGIC GOAL	2
ELIGIBLE APPLICANTS/TARGET POPULATION TO BE SERVED BY GRANT	2
GRANT RANGE AND FUNDING LIMIT.....	3
LENGTH OF AWARD	3
REJECTION OF PROPOSALS	3
CLOSING DATE AND DELIVERY ADDRESS	3
APPLICATION PREPARATION, PAGE LIMIT, FONT SIZE AND PACKAGING.....	4
ACKNOWLEDGEMENT	4
NONDISCRIMINATION AND OTHER COMPLIANCE WITH LAW	4
AMERICANS WITH DISABILITIES ACT.....	4
WHERE TO OBTAIN HELP	5
PART II: ADDITIONAL INFORMATION	5
FUNDING PROCESS	5
PAYMENT SCHEDULE	5
FINANCIAL REPORTING.....	5
CONTINUATION OF FUNDING.....	5
PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES	5
PART III: REVIEW PROCESS INFORMATION	6
REVIEW PROCESS	6
ADDITIONAL REVIEW FACTORS.....	6
GRANT REVIEWERS	6
PART IV: APPLICATION INFORMATION AND INSTRUCTIONS AND REVIEW CRITERIA FOR THE 2012-2013 GREAT START READINESS PROGRAM EVALUATION GRANT	6
APPLICATION REVIEW AND APPROVAL	6
REVIEW CRITERIA.....	7
PART A – APPLICATION COVER PAGE.....	7
PART A (PAGES 1A) – ASSURANCES AND CERTIFICATIONS	7
PART B (PAGE 2) – PROJECT ABSTRACT	7
PART C – NARRATIVE PROPOSAL (PAGE 3)	7
PART D (PAGE 4) – BUDGET	11
1. Budget Summary	11
2. Budget Detail	12
APPLICATION CHECKLIST FOR GRANT APPLICANTS.....	13

**MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF GREAT START
EARLY CHILDHOOD EDUCATION AND FAMILY SERVICES**

**APPLICATION FOR THE
2012-2013
GREAT START READINESS PROGRAM EVALUATION GRANT**

Part I: General Information

INTRODUCTION

The Michigan Department of Education is pleased to announce the Great Start Readiness Program Evaluation Grant competition. The Great Start Readiness Program for four-year-old children at-risk of school failure has been operating in Michigan school districts and private agencies since 1985-86. From FY 1994 through FY 2012, the HighScope Educational Research Foundation has conducted a longitudinal study of the effectiveness of the program, providing important data on the impact of the state-funded, pre-kindergarten program on children's development and academic success. In addition, the evaluation grantee has provided important technical assistance to local programs and the state for program improvement. Results of the evaluation have been publicized widely, indicating that the program is successful in helping at-risk children be prepared for success when they reach school, and complete high school successfully and on time. For FY 2013, \$300,000 is again available to continue the evaluation of the Great Start Readiness Program. The grant will be awarded to one institution of higher learning, educational research organization, or intermediate school district with proven experience in the longitudinal evaluation of early childhood programs. An additional four years of funding are expected, pending continued appropriations and appropriate progress of the grantee.

GRANT PURPOSE

The specific purpose of the evaluation study of the Great Start Readiness Program (GSRP) is to determine whether GSRP is effective in increasing children's readiness for school participation. This effectiveness study must take into account the demographics and risk factors associated with the children and their families, and the quality and characteristics of individual GSRP classrooms and home visiting programs. A single grant will be awarded to an agency or organization to continue the evaluation of the Great Start Readiness Program. The design must be consistent with the initiating years of the project in FY 1995 through FY 1997, and the continuation in FY 1998 through FY 2012. The successful applicant will propose an evaluation of the GSRP that will:

- continue the longitudinal evaluation of cohorts of program and comparison group children at selected sites around the state, following their progress as they exit school, utilizing the Michigan Student Data System and Longitudinal Data System, as possible;

- continue the longitudinal evaluation of cohorts of urban and rural program children as they enter kindergarten, determining the effectiveness of GSRP in different settings;
- collect and report data on risk status information of all children participating in the program;
- provide professional development for preschool program quality assessment personnel and early childhood specialists;
- develop recommendations on additional child assessment and program assessment collection protocols and tools, including instrumentation for child outcomes collection activities; and
- support state and local program improvement activities; and
- analyze data on preschool classroom quality.

STATE BOARD OF EDUCATION STRATEGIC GOAL

The State Board of Education has adopted as its Strategic Goal: “Continue developing an effective and equitable performance-based system that achieves academic growth and successful outcomes for all students.”

To the extent possible, all grant criteria and grant awards will serve to further attain the above goal. The Michigan State Board of Education has embraced four reform priorities, including “Early Childhood Education and Care.” Under this topic, an important strategy is to “Increase access to high quality early learning and development programs for those children with the highest needs prior to kindergarten entry.” The GSRP grants enable eligible recipients to establish or expand high quality preschool programs designed to improve the readiness and subsequent achievement of children at risk of school failure. The programming provided through the GSRP grants has a considerable impact on future performance and success of the children who are served; in particular, ensuring early childhood literacy and integrating communities and schools. Moreover, young children with risk factors in their lives associated with school failure may enter kindergarten already exhibiting an achievement gap. The GSRP longitudinal evaluation has demonstrated that the state’s prekindergarten program impacts children’s success as they enter school and throughout their school careers.

ELIGIBLE APPLICANTS/TARGET POPULATION TO BE SERVED BY GRANT

An eligible applicant for the evaluation grant will be any agency or organization which can demonstrate previous experience in the design and utilization of program and process evaluation, which incorporates stakeholders and both qualitative and quantitative methods. Priority will be given to applicants who can demonstrate previous experience in the evaluation of programs for preschool-aged youngsters and their families, as well as previous experience in the longitudinal evaluation of state pre-kindergarten programs. In addition, the successful applicant must demonstrate an understanding of developmentally appropriate early childhood programs and appropriate assessment of young children, and the capacity to support this activity. All GSRP grantees will be included in the evaluation efforts, including data collection on all of the children funded through the program each year.

GRANT RANGE AND FUNDING LIMIT

The State School Aid Act, section 32d(3), includes \$300,000 for the evaluation in FY 2013.

LENGTH OF AWARD

The grant will be renewable for four additional years, pending continued funding and adequate progress.

REJECTION OF PROPOSALS

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement and will do so if the proposal does not adhere to funding specifications or application preparation instructions.

CLOSING DATE AND DELIVERY ADDRESS

Due to current security measures, **THIS GRANT APPLICATION MAY NOT BE HAND-DELIVERED.** The ORIGINAL application bearing ORIGINAL signatures (in blue ink) and four (4) copies (FOR A TOTAL OF FIVE) of the completed application **must be documented by delivery agent for delivery on or before September 13, 2012.**

Acceptable packaging and mailing procedures are:

- **The postmark or other mailing validation must be documented by delivery agent for delivery on or before September 13, 2012.** The original grant and copies should be enclosed in a sealed envelope within the mailing package. The checklist on page 15 must be completed and attached to the top of the inside envelope for appropriate check-in by the office secretary. If the applicant uses a delivery service, the **dated receipt** for delivery service must be available to **validate the September 13** delivery agreement.
- When the grant application is received, the check-in form on the front of the application package will be signed by the appropriate MDE personnel and then faxed to the applicant to verify receipt of application and participation in the competitive process at MDE. **The applicant is responsible for contacting Lindy Buch or Richard Lower at (517) 241-3592 or buchl@michigan.gov or lowerr@michigan.gov by September 14, 2012, if the applicant does not receive a faxed copy of the signed check-in form.**
- In case of a late delivery of the grant application, verification of appropriate delivery efforts will be required to participate in the competitive grant process.

Applications sent by mail should be addressed to:

U.S. POSTAL SERVICE

Michigan Department of Education
Office of Great Start/Early Childhood
Education and Family Services
Post Office Box 30008
Lansing, Michigan 48909
(517) 373-8483

OVERNIGHT/EXPRESS

Michigan Department of Education
Office of Great Start/Early Childhood
Education and Family Services
Hannah Bldg.-4th Floor, Pillar F-16
608 W. Allegan Street
Lansing, Michigan 48933
(517) 373-8483

No facsimile transmissions will be accepted. Late applications, an application submitted by facsimile, or an application submitted, but not in accordance with the application preparation instructions (below), will not be accepted and will be returned to the applicant **without review**.

APPLICATION PREPARATION, PAGE LIMIT, FONT SIZE AND PACKAGING

Applications should be prepared simply and economically, with the narrative portion of the proposal **no more than 15 pages in length, with a font no smaller than 12 point**. All application pages must be securely stapled. Special bindings and binders should not be used. Relevant support documents attached to the application must be kept to a maximum of five pages, unless requested. Such support documents are not counted in the 15-page limit. Supplementary materials such as commercial publications and videotapes will not be reviewed and will be returned. **Incomplete applications or applications exceeding the page limitation or specifications will not be reviewed or considered for funding.**

ACKNOWLEDGEMENT

All publications, including reports, films, brochures and any project materials developed with funding from this program, must contain the following statement: "These materials were developed under a grant awarded by the Michigan Department of Education."

NONDISCRIMINATION AND OTHER COMPLIANCE WITH LAW

Applications must include a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. See page 1a of the Application Forms.

AMERICANS WITH DISABILITIES ACT

The Michigan Department of Education is committed to providing equal access to all persons in admission to, or operation of its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact the Michigan Department of Education for assistance.

WHERE TO OBTAIN HELP

The instructions contained in these materials are issued by the Michigan Department of Education, which is the sole point of contact in the state for this program. Questions regarding applications should be directed to Dr. Lindy Buch or Mr. Richard Lower, Michigan Department of Education, Office of Great Start/Early Childhood Education and Family Services, telephone: (517) 241-3592, or buchl@michigan.gov or lowerr@michigan.gov. Additional resources pertaining to the GSRP can be obtained from the Office of Great Start/Early Childhood Education and Family Services or on the website www.michigan.gov/gsrp. Reports on the GSRP Evaluation may also be found on the website of the HighScope Educational Research Foundation at www.highscope.org.

Part II: Additional Information

FUNDING PROCESS

The Michigan Department of Education will make the funds for the GSRP Evaluation Grant available through a competitive process.

PAYMENT SCHEDULE

The \$300,000 available in the State School Aid Act will be disbursed through the Department of Education's Cash Management System (CMS) process. The grantee will be required to request funds as needed for reimbursement of expenses.

FINANCIAL REPORTING

A final report of expenditures will be required within 45 days of the grant ending date each year, showing all bills paid in full for all projects funded under this grant program. It is expected that programs have standard account audits completed prior to the submission of the final expenditure reports. Paper reports will be filed with the program office.

CONTINUATION OF FUNDING

The 2012-2013 Great Start Readiness Program Evaluation Grant is expected to be the first year of a five-year project. The applicant will describe a five-year project, but provide a formal budget only for the first year. If the project is successfully implemented, the grantee will be asked to provide continuation budgets and work plans for subsequent years.

PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES

Periodic informal reports and a final report each year must be presented to the Michigan Department of Education. In addition, meetings with and presentations to appropriate stakeholders are expected.

Part III: Review Process Information

REVIEW PROCESS

All applications will be evaluated using a peer review system. The award selection will be based on merit and quality, as determined by points awarded for the Review Criteria section and all relevant information. The enclosed rubrics (Part IV, Application Information and Instructions and Review Criteria) will be used as a rating instrument in the review process. All funding will be subject to approval by the Superintendent of Public Instruction. All applicants will be notified of the Superintendent's action.

The maximum score for the application is 110 points.

ADDITIONAL REVIEW FACTORS

In addition to the review criteria in Part IV, the State Superintendent of Public Instruction may apply other factors in making funding decisions, such as (1) geographical distribution; (2) duplication of effort; (3) duplication of funding; and (4) evidence that an applicant has performed satisfactorily on previous projects.

GRANT REVIEWERS

The Michigan Department of Education will designate a panel of peer reviewers who have knowledge of longitudinal research about targeted compensatory preschool programs and strategies to improve the success of at-risk students. Persons involved in the development of a proposal or associated with an agency or organization submitting a proposal may not serve as readers.

Part IV: Application Information and Instructions and Review Criteria for the 2012-2013 Great Start Readiness Program Evaluation Grant

Page(s)

- 1 Application Cover Sheet (Part A)
- 1a Assurances and Certifications
- 2 Project Abstract (Part B)
- 3 Narrative Proposal (Part C)
- 4 Budget 2012-2013, State School Aid Funds (Part D)

APPLICATION REVIEW AND APPROVAL

All applications will be reviewed and rated by staff of the Michigan Department of Education and outside readers. Only one proposal will be recommended for funding to the Superintendent of Public Instruction. All applicants will be notified **in writing** of the action taken by the Michigan State Superintendent of Public Instruction.

REVIEW CRITERIA

All applications will be evaluated on the basis of the criteria described. Narrative sections of the application should be developed to address each criterion.

Applications ARE NOT TO INCLUDE OR BE SUBMITTED WITH pamphlets, handbooks, reports, brochures, news articles, folders, binders, dividers, etc.

One hundred and ten (110) points is the maximum score that can be accumulated for this application, and the value assigned for each section is indicated. Reviewers will be instructed to disregard pages in the narrative that exceed the fifteen (15) typewritten pages allowed in Part C.

PART A (Page 1) – APPLICATION COVER PAGE

PART A (Pages 1a) – ASSURANCES AND CERTIFICATIONS

On the cover sheet, the agency/organization submitting the application must be fully identified, as well as the contact person for this program. All boxes are to be appropriately completed, including signatures, addresses, telephone numbers, and e-mail addresses. Please include the federal identification number of the applicant organization. Assurances on page 1a must be included and affirmed through an original signature (in blue ink) on the original copy of the application.

PART B (Page 2) – PROJECT ABSTRACT (5 POINTS)

The Project Abstract must briefly describe the activities of the project to complete the evaluation (Description of Project), highlight key people who will be involved with the project (Qualifications of Key Personnel), and briefly indicate the appropriateness, prior experience, and ability of the applicant to complete the evaluation tasks (applicant's Commitment and Capacity). These explanations must be confined to the page included in the application. An opportunity to fully describe these items is provided in later sections of the application.

Not Recommended for Funding (0-1 point)	Recommended for Funding with Revisions (2 points)	Recommended for Funding (3-4 points)	Highly Recommended for Funding (5 points)
The abstract: is missing.	The abstract: minimally describes the initiative; portions of the required elements are missing or are labeled "see attached."	The abstract: contains all elements required (description of project, key personnel, commitment and capacity).	The abstract: clearly and succinctly gives enough information on one page so that it can stand alone for brief public information about the proposal.

PART C – NARRATIVE PROPOSAL (90 POINTS)

In this section, the applicant has the opportunity to provide a complete narrative proposal which addresses all of the required information described in this instruction packet. The application may include a total of not more than fifteen (15) typewritten pages for the narrative proposal. As noted previously, reviewers will be instructed to disregard pages beyond the 15-page limit.

1. Plan of Operation (50 points)

Applications will be reviewed for information that shows the thoroughness of the plan of operation and compliance with the criteria for the GSRP Evaluation Grant.

The application should include:

- a clear statement of the evaluation questions, the proposed methods to be used, and the expected outcomes;
- a timeline for the completion of project components;
- a management plan and staff responsibilities; and
- a plan to involve appropriate groups in planning and implementation.

Not Recommended for Funding (0 points per box)	Recommended for Funding with Revisions (1-2 points per box)	Recommended for Funding (3-4 points per box)	Highly Recommended for Funding (5 points per box)
The proposal: is missing a clear statement of the evaluation question(s) and methodology to be used to answer the question(s).	The proposal: includes evaluation questions and/or methodology, but they are not clearly linked.	The proposal: clearly states the evaluation questions to be answered, the methods to be used to answer the questions, and the proposed outcomes; it is not clear that the methodology chosen is appropriate to answer the questions.	The proposal: clearly states the evaluation questions to be answered, the methods to be used to answer the questions, and the proposed outcomes; the methodology chosen is clearly appropriate to the questions asked.
does not include the GSRP standards documents or evaluation tools.	includes design components incorporating standards documents and evaluation tools other than those designed for the GSRP.	includes design components that incorporate the standards of quality documents and evaluation tools created for the GSRP.	includes design components that incorporate the standards of quality documents and evaluation tools created for the GSRP; includes plans to re-establish the link between the program quality standards and early learning expectations in the standards document; includes plans to develop recommendations on additional child assessment tools and protocols.
does not propose to continue the evaluation cohorts currently in progress.	includes plans to continue the intensive evaluation of current cohorts of program and comparison group children with minimal data collection.	includes plans to continue the intensive evaluation of current cohorts of program and comparison group children at least through the end of their school experience and beyond if appropriate; includes some, but not all of the required data collection.	includes plans to continue the intensive evaluation of current cohorts of program and comparison group children at least through the end of their school experience and beyond if appropriate; data collected shall include information on children's developmental functioning and progress, including grade placement, school completion, and standardized test scores only if already available, referrals to special education and other support/intervention services, participation in additional activities, parental involvement in their children's education.
does not include assessment of the quality of GSRP	includes a method for the assessment of the quality of some GSRP preschool	includes assessment of the quality of all GSRP preschool classroom environments	includes assessment of the quality of all GSRP preschool classroom

preschool classroom environments.	classroom environments.	through use of local and ISD personnel self-assessment data and monitoring visits conducted by MDE program monitors.	environments through use of local and ISD personnel self-assessment data and monitoring visits conducted by MDE program monitors; includes a description of the method by which the grantee will advise MDE and local programs on issues regarding program improvement.
does not include a process to continually determine whether children currently participating in the program are ready for kindergarten.	includes a one-time process to determine whether children currently participating in the program are ready for kindergarten.	includes a process to continually determine whether children currently participating in the program are ready for kindergarten.	includes a process to continually determine whether children currently participating in the program are ready for kindergarten, and a method for comparing results from the child assessment, kindergarten entry assessment, and program assessment information to improve local programs.
does not include assessment of the risk status information on children enrolled in GSRP.	includes assessment of some of the risk status information on some of the children enrolled in GSRP.	includes assessment of the risk status information on children enrolled in GSRP.	includes assessment of the risk status information on children enrolled in GSRP, including reports on trends and changes in the profile of the at-risk group.
does not include a timeline or a management plan.	includes either a timeline or management plan, but not both.	includes a timeline and management plan, but does not include enough detail to understand how the objectives of the evaluation will be accomplished.	includes a detailed timeline and management plan that describe how the evaluation objectives will be accomplished.
does not mention reporting to MDE.	includes annual reporting to MDE.	includes plans to report to MDE regularly.	includes plans to report to MDE regularly through meetings and reports, and to the Oversight Committee as needed.
does not include a plan to report to stakeholders or nationally.	includes a plan to report to stakeholders at one statewide conference and to national audiences through one form of communication.	includes a plan to report to stakeholders at one statewide conference and to national audiences through two forms of communication.	includes a plan to report to stakeholders at a minimum of two statewide conferences annually, and to national audiences through publications, national meetings, and web information.
does not make allowances for participation in GSRP regional training sessions.	indicates that grantee representatives will attend regional training sessions, but will not participate in the presentations.	indicates that grantee representatives will present at regional training sessions, but will not develop the sessions collaboratively with MDE staff.	includes a plan to participate with MDE staff members at regional training sessions annually, to increase quality of programs based on evaluation data.

2. Evaluation Products (10 Points)

The proposal must address the products to be created as part of the project, including written and web-based reports to MDE and the public, and any assessment or evaluation tools or new supports for the program that will be created.

Not Recommended for Funding (0 points per box)	Recommended for Funding with Revisions (1-2 points per box)	Recommended for Funding (3-4 points per box)	Highly Recommended for Funding (5 points per box)
The proposal: does not indicate that any reports or products will be developed for the evaluation.	The proposal: includes a vague description of the products that will be developed for the evaluation.	The proposal: includes a complete description of the products that will be developed for the evaluation.	The proposal: includes a complete description of the products that will be developed for the evaluation, including reports that will be produced and any instrumentation or reports on instruments that the grantee has developed or will develop for the project and their appropriateness for use in the project.
does not indicate how any reports or products that will be developed for the evaluation will be useful beyond the evaluation.	mentions that the products that will be developed will be useful to the field of early childhood education, but does not clearly explain how the information will transfer to other programs.	includes information about how the products that are developed for the evaluation project will be useful to further the field of early childhood education.	includes thorough information about how the products that are developed for the evaluation project will be useful to further the field of early childhood education and will be useful in improving early childhood education programs, specifically state prekindergarten programs.

3. Program Personnel (15 points)

The plan must include provisions for staff who have appropriate expertise, experience and training to complete the evaluation tasks.

Not Recommended for Funding (0 points per box)	Recommended for Funding with Revisions (1-2 points per box)	Recommended for Funding (3-4 points per box)	Highly Recommended for Funding (5 points per box)
The proposal: does not include a project director with evaluation experience or experience in evaluation of large programs.	The proposal: includes a project director who has experience in evaluation but has not managed preschool program evaluations in the past.	The proposal: includes a project director with some experience managing evaluations of preschool programs.	The proposal: includes a project director with prior experience managing longitudinal evaluations of large preschool programs; the results have been published in professional journals.
does not include descriptions of staff credentials or job descriptions beyond the project director.	includes credentials or job descriptions for additional staff; it is not possible to determine if they will be able to fulfill the jobs described.	includes credentials or job descriptions for all additional staff; some staff have credentials and expertise appropriate for the positions described.	includes credentials or job descriptions for all additional staff; all staff have credentials and expertise appropriate for the positions described.
does not mention connections with other early childhood professionals or public policy organizations or individuals.	mentions the need for professional networking and public policy affiliations.	includes the professional affiliations and networking project staff will utilize to publicize the results of the evaluation.	includes the professional and public policy affiliations and networking project staff will utilize to publicize the results of the evaluation.

4. Applicant’s Commitment and Capacity (15 points)

The purpose of this section is for the applicant organization to provide evidence of its ability to perform the work of this grant and should include descriptions of organizational experience relevant to this grant.

Not Recommended for Funding (0 point per box)	Recommended for Funding with Revisions (1-2 points per box)	Recommended for Funding (3-4 points per box)	Highly Recommended for Funding (5 points per box)
The applicant: does not have prior evaluation or research experience.	The applicant: has prior experience in small-scale early childhood evaluation and research.	The applicant: has prior experience in evaluation and research, including large scale studies.	The applicant: has prior experience in early childhood evaluation and research, including longitudinal studies of young children’s progress and evaluation of programs for them.
organization has not demonstrated its ability to collect, manage, analyze, and report on data.	organization has some capacity to collect data.	organization has the capacity to collect, manage, analyze and report on complex data.	organization has the capacity to collect, manage, analyze and report on complex data; reporting of previous data has been clear to the public.
has not completed prior evaluations that have had an impact on subsequent evaluations.	is currently involved in evaluations that have the potential of making an impact on other evaluation projects.	has completed evaluations in the past that have been mentioned in the literature reviews of subsequent projects.	has completed evaluations in the past that have been models for subsequent evaluation projects.

PART D (Pages 3 and 4) – BUDGET (15 POINTS)

This section provides information to demonstrate that the project has an appropriate budget for the program and is cost-effective. The applicant must complete the enclosed budget summary pages, and a budget detail. A brief narrative explaining budget costs may also be included; the budget narrative is not included in the 15-page maximum for Part C.

The budget summary must be completed and signed by the fiscal and administrative personnel of the agency/organization.

The budget detail section (attach to application on plain sheets) must provide as much detail as possible regarding the line totals presented in the budget summary. Michigan Department of Education grant allocation amounts for each line item should be listed by function code in the budget detail. If in-kind costs are included (not required), these must be broken out by function code and identified as in-kind.

1. Budget Summary

The budget summary must be completed by the fiscal and administrative personnel of the agency.

Function Codes:

280: Only function code 280 is used for the evaluation grant. Indicate total salaries, benefits, capital outlay*, purchased services, supplies and materials and other expenses. Include

administrative costs in "other expenses." Administrative expenses are limited to 10% of the total state funds.

*Capital Outlay – include any single item over \$1,000.

2. Budget Detail

This section should provide as much detail as possible regarding the cell totals presented in the Budget Summary. For example, the "Salaries" total will be divided into amounts anticipated for each Full Time Equivalent (FTE), or portion thereof, planned for the project.

Use of Project Funds:

The Department reviews each application for information that shows the project has an appropriate budget for the scope of the work and is cost-effective. Budgetary detail for estimated expenditures must be provided. In making this determination, the Department looks at:

- how the budget relates to the proposed activities and various project components; and
- whether the estimated costs are reasonable and justified.

Not Recommended for Funding (0 points per box)	Recommended for Funding with Revisions (1-2 points per box)	Recommended for Funding (3-4 points per box)	Highly Recommended for Funding (5 points per box)
The proposal: includes incomplete budget summary forms.	The proposal: includes a complete budget summary form, no budget detail is provided for either funding stream.	The proposal: includes a complete budget summary form and budget detail with no related function codes or totals or activities coded to wrong functions for each of the funding streams.	The proposal: Includes a complete budget summary form and a complete budget detail with related function codes and totals for each of the funding streams.
includes a plan for expenditures of state funds on items not allowed in the budget guidelines and/or expenditures that in no way relate to the implementation of the GSRP Evaluation Grant.	includes a plan for expenditures of state funds on items that are allowed, but either there is not sufficient detail or the detail does not match the summary. Expenditures hold little relationship to the planned activities.	includes expenditures which are allowed in the budget guidelines with some detail that matches the summary. Some expenditures do not directly relate to activities proposed in the plan.	includes expenditures which are allowed in the budget guidelines, including function codes and details of expenditures that match the budget summary. Expenditures relate directly to the activities proposed in the plan.
includes expenditures that are very inappropriate for the planned project.	includes expenditures that seem extravagant or too limited in light of the scope of the proposed evaluation.	includes expenditures that are reasonable in light of the scope of the proposed evaluation.	includes expenditures that are reasonable in light of the scope of the proposed evaluation and that are sufficient to provide a quality evaluation.

The successful applicant must expend the first year's funds by September 30, 2013, with carryover available through June 30, 2014. Additional funding is dependent on the availability of funds and successful implementation of the project.

APPLICATION CHECKLIST FOR GRANT APPLICANTS

APPLICANT NAME _____ **FAX (____)** _____

- Is the application Narrative in a font no smaller than 12 point?
- Is the Narrative portion no more than 15 pages in length?
- Are the Application Cover page and Assurances and Certifications page signed by the authorized signatory in blue ink?
- Are both Budget Summary forms signed by the authorized signatories in blue ink?
- Are the forms/attachments completed and stapled to the original and ALL four copies (for a total of five) in the following order?
 - Part A. Cover Page
 - Part A. (Pages 1a) Assurances and Certifications
 - Part B. (Page 2) Project Abstract
 - Part C. Narrative Proposal (Page 3 and up to 14 additional pages)
 - ✓ Plan of Operation
 - ✓ Evaluation Products
 - ✓ Program Personnel
 - ✓ Applicant’s Commitment and Capacity
 - Part D. (Page 4) Budget – Summary and Detail, State School Aid funds
 - Attachments (if applicable)

ATTACH THIS FORM TO THE INSIDE ENVELOPE, ACCORDING TO PACKAGING AND MAILING INSTRUCTIONS ON PAGES 3-4. APPLICATIONS NOT MEETING THE ABOVE STANDARDS WILL BE DENIED AND RETURNED TO THE APPLICANT.

Package received by MDE:

Staff initials _____ **Date** _____